



Directory Board Signs Standards

PURPOSE: To provide minimum standards for installation and design of directory signs at apartment, condominium, mobile home, and multiple commercial building complexes.

- I.** Directory signs shall be provided as outlined below:
 1. Letters or numbers shall be of a color, which contrasts with the background colors.
 2. Signs shall be illuminated.
 - a. The illumination to the signs shall be provided by exterior light designed and installed specifically for illumination of the directory sign.
 3. The approved letter style shall be at least 8.7 millimeters (5/16 inches) high at a distance of 20 feet. At a distance of 40 feet the letters need to be 17.4 millimeters (11/16 inches) high. This is the minimum letter height needed under ideal viewing conditions. The size of the letters on the directory sign is only one factor that would affect its readability. Other factors include the color of the letters, their contrast with the background, and the amount of light on the sign, whether the person is moving or stationary, and the status of the person's vision. If conditions are less than ideal, the letter sizes shall be increased accordingly.
 4. Directory signs shall be weather and vandal resistive.
 5. Directory signs shall be provided at each driveway entrance.
 - a. There shall be a pullout from which to view the directory sign.
This pullout shall not obstruct the flow of traffic into the complex.
 6. All directory signs shall be installed prior to occupancy.
- II.** The directory sign shall provide the following information:
 1. A plot plan showing private drives
 2. Access roads
 3. Complex address
 4. Building locations with unit numbers and addresses
 5. Fire hydrant locations
 6. Name of the complex
 7. A reference point on the plot plan indicating the location of the directory
 8. A north direction indicator
- III.** The property owner or his representative shall submit to the fire department, building department and sheriff's office, prior to installation for review and approval, a detailed plan of the directory sign(s) with the following information:
 1. Size
 2. Materials
 3. Methods of construction
 4. Electrical components and wiring
 5. Location of the installations of all directory signs and addressing and signage.
- IV.** All shrubbery and trees shall be maintained so that the directory signs are visible at all times.